



CITY OF HOUSTON

Job Posting

	AP
1	Applications accepted from: ALL PERSONS INTERESTED
2	Job Classification INSPECTOR
3	Posting Number PN# 110578
4	Department Department of Public Works & Engineering
5	Division Public Utilities Division
6	Section Wastewater Operations Branch
7	Reporting Location 611 Walker*
8	Workdays & Hours Rotating Days & Shifts* <div>*Subject to change</div>
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS Prepares, conducts and reviews various types of inspections (i.e. tunnels, manholes, shaft sites, new construction, etc.) for compliance with specifications. Meets with general public, contractors, technical professionals and businesses to respond to inquiries and technical problems. Performs record keeping activities to maintain filing systems, reports and documentation. Researches and evaluates plans, specifications and drawings. Prepares and submits various technical reports.
10	WORKING CONDITIONS The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a high school diploma/GED, and up to 18 months of education or training in the area of construction inspection.
12	MINIMUM EXPERIENCE REQUIREMENTS Two (2) years journey level experience related to the area of construction inspection.
13	MINIMUM LICENSE REQUIREMENTS A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).
14	PREFERENCES Preference will be given to applicants with strong knowledge of the City of Houston Standard Construction Specifications for Wastewater Collection Systems and Street Paving. Preference will also be given to applicants with experience in Microsoft Applications (i.e. Word, Excel, Access and Outlook). Knowledgeable in Infrastructure Management System (IMS) or a work order tracking system application. Must have experience in sewer rehabilitation projects.
15	SELECTION/SKILLS TESTS REQUIRED None However, the Department may administer a skill assessment evaluation.
16	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 18 \$ 1,042 - \$ 1,480 Biweekly \$ 27,092 - \$ 38,480 Annually</div>
18	OPENING DATE May 24, 2006
19	CLOSING DATE June 06, 2006
20	APPLICATION PROCEDURES Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st Floor. Our TDD (Telephone Device for the Deaf) telephone number (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. <div>An equal opportunity employer</div>